

Federal Acquisition Institute (FAI)

FAI Quick Start Guide 2011



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Overview

1.1. Introduction

The FAI Quick Start Guide was created to help individuals navigate through [Federal Acquisition Institute \(FAI\) Internet Training Application System \(FAITAS\)](#). FAITAS allows trainees to create/update their training profile, enroll in Resident and Virtual training courses along with reviewing their FAI training history.



[Quick Link to Registration \(FAITAS\)](#) provides quick access to FAITAS, Federal Acquisition Institute (FAI) Internet Training Application System.

[FAI Course Schedule](#) link reflects the current FAI Class Schedule.

The first three links in this column contain information about Certification programs:

- [Contracting \(FAC-C\)](#)
- [Program and Project Managers \(FAC-P/PM\)](#)
- [Contracting Officer Technical Representative \(FAC-COTR\)](#)

Figure 1 FAI Home Page

1.2. Creating or Managing a Training Profile

Trainees can also reach the FAITAS Main Page by entering the URL into their browser.

<https://www.atrrs.army.mil/channels/faitas/student/login.aspx?caller=1>. Logon – enter your SSN (you will be asked to verify your SSN after clicking the Logon button). If this is your first time entering into the FAI site you will be required to create a profile and provide all data requested (** this is a secure site).

FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM

Student Menu

- Apply for Training
- Create / Update Profile
- Cancel Training Requests
- Resend Appr
- Review Train
- Search for Co Learning Mod
- Student Train
- Logoff

Help

- FAITAS User Guide
- Class Prerequisite Information
- Contact Us
- FAQ
- Privacy and Security Notice

Links

- Federal Acquisition Institute (FAI)
- Federal Acquisition Institute for Continuous Learning Events (FAICL)

Agency Select an agency

Social Security Number: [] - [] - []

Date of Birth: [] / [] / []

Logon

Take your time when entering your information. Transposing numbers or entering bogus social security numbers WILL create future issues. **THIS IS A SECURE SITE**

Notice to First Time Users

The Federal Acquisition Institute (FAI) Internet Training Application System (FAITAS) is for use only by Federal Departments/Agencies/Bureau employees to submit training applications for FAI/Defense Acquisition University (DAU) Training. This includes classroom, Distance Learning classes and Continuous Learning classes. Department of Defense Military, Civilians, and Contractors must apply for DAU training via the appropriate Training Application System (TAS). For a link to your TAS please [click here](#).

Non-US Personnel Working Outside the USA - Please read

Warning & Usage Statement

This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored.

Announcements

- 2009
- [ATEI Continuous Learning Module Information](#)
- 2009
- [IMPORTANT INFORMATION ON 051](#)
- 31 Aug 2009
- [NEW FOR FY2010! Pre-Requisite Change for BCF 301](#)
- 03 Aug 2009
- [July 29, 2009- New Continuous Learning Module](#)
- [IMPORTANT INFORMATION- BCF 102 AND BCF 106](#)
- 15 Jul 2009
- [New Continuous Learning Modules](#)
- [View All](#)

Figure 2 FAITAS Logon Page

Verify SS# and select the Submit button

FAITAS Course Search - Microsoft Internet Explorer provided by Defense Acquisition University

https://www.atrrs.army.mil/channels/faitas/student/main.aspx

FAITAS Course Search

FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM

Welcome to

FAI TRAINING APPLICATION SYSTEM

Student Menu

- Apply for Training
- Create / Update Profile
- Cancel Training Requests
- Resend Approval Email
- Review Training Requests
- Search for Continuous Learning Modules
- Student Training History
- Logoff

Help

- FAITAS Student Guide
- Class Prerequisite Information
- Contact Us
- FAQ
- Privacy and Security Notice

Links

- Federal Acquisition Institute (FAI)
- Federal Acquisition Institute for Continuous Learning Events (FAICL)

The Federal Acquisition Institute (FAI) is a... submit training applications for FAI/D... Learning classes. Department of Def...

Agencies/Bureau employees to... rning classes and Continuous... te Training Application System

SSN Confirmation

To validate the SSN that you are logging on with, please reenter the SSN twice in the boxes below:

SSN:

Confirm SSN:

Submit

Enter SSN confirm and select the Submit button.

This step will be removed from the future version of FAITAS, scheduled for release in May, 2011.

Please read

Please visit:

FAI Customer Service

FAI Customer Service Ticket

703-805-2300 Option 3

DAU Customer Service Feedback Form

703-805-3459

Access the [FAITAS Quick Reference](#) for information on how to apply for courses in FAITAS.

Questions?

FAI Customer Service

FAI Customer Service Ticket

703-805-2300 Option 3

DAU Customer Service Feedback Form

703-805-3459

Figure 3 Verify SS

FAI Quick Start Guide

You are in FAITAS. If you are a **first time user create a training profile**. If you have a profile and are applying for training select Apply for Training under Student Menu and skip to the Applying for Training section of this document.

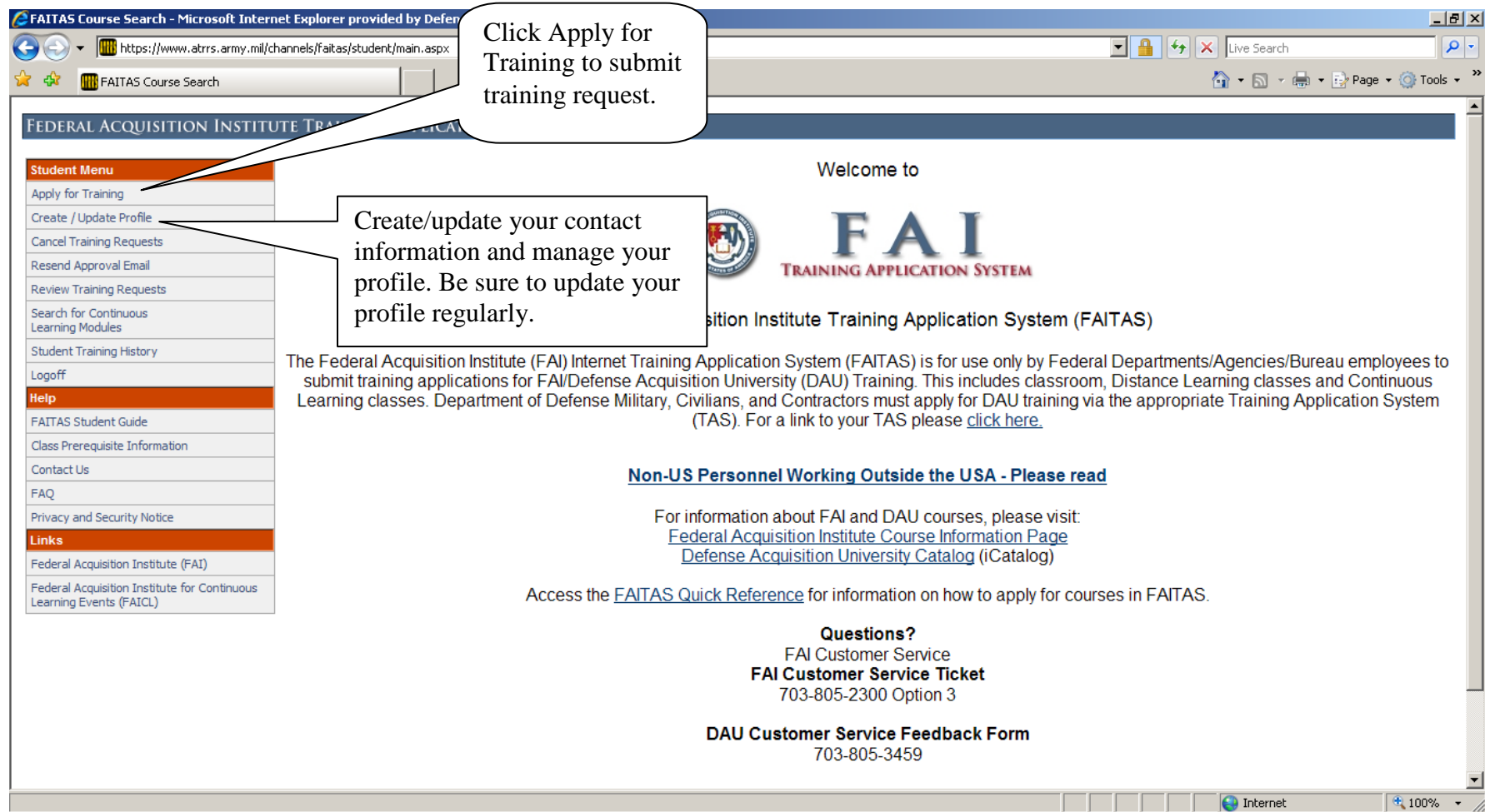


Figure 4 FAITAS Main Page

FAI Quick Start Guide

Populate the content fields appropriately and select the Update Profile button at the bottom of the screen.

FAITAS Student Profile - Microsoft Internet Explorer provided by Defense Acquisition University

https://www.atrs.army.mil/channels/faitas/student/profile.aspx

FAITAS Student Profile

Create / Update Profile
Cancel Training Requests
Resend Approval Email
Review Training Requests
Search for Continuous Learning Modules
Student Training History
Logoff
Help
FAITAS Student Guide
Class Prerequisite Information
Contact Us
FAQ
Privacy and Security Notice
Links
Federal Acquisition Institute (FAI)
Federal Acquisition Institute for Continuous Learning Events (FAICLE)

Student Info:

SSN: Your Number Your First Name: Your Last Name: Mi:

Gender: Date Of Birth:

Street:

City: State: Zip:

Disabilities: Special Requirements:

Pay Plan: Pay Grade:

Civilian Job Series: i.e., 0123

Duty Position Title:

Emergency POC Contact Info (Primary)

First Name: Last Name: Mi:

Phone: - - Ext.

Student's Contact Info

Agency: Bureau:

Agency Street:

Work City: Work State: Work ZIP:

Country where currently located:

Work Phone: - - Ext.

Work Fax: - -

Work / Preferred Email:

Supervisor Contact Info:

Name:

Phone: - - Ext.

Email:

Confirm that your name is correct and that you have your First and Last in the appropriate fields. Transposing information will create future issues.

Confirm that your email address is correct. If your address is not correct you will not receive confirmations or notifications. You must use a verifiable federal email address to use the system.

Select Update Profile to save changes.

Verify your supervisor's email address!!! If your supervisor's email address is incorrect he/she will not receive the request nor be able to approve your training.

Figure 5 Profile Page

1.3. Apply for Training

Before you can enroll in a class you must review and agree with the FAI Registration Policies. After you select the “I Agree” button you will be able to review the information for training courses.

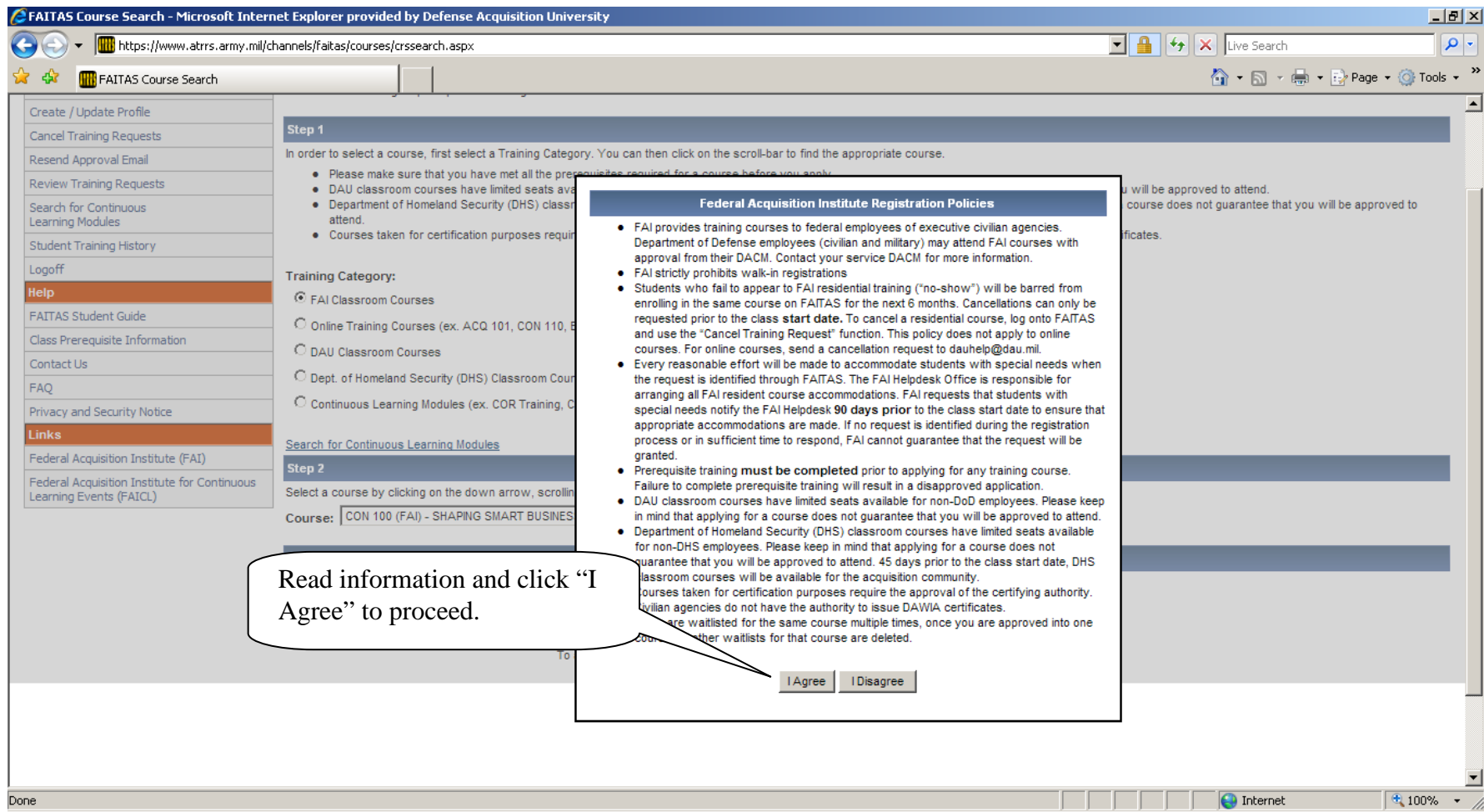


Figure 6 Policies Page

FAI Quick Start Guide

Training courses are categorized by either Resident/FAI Classroom Courses or Virtual Courses {i.e. Online Training Courses (ex. ACQ 101, CON 110, BCF 102) Continuous Learning Modules (ex. COR Training, CLC 106)}.

The screenshot shows the FAITAS Course Search page in a Microsoft Internet Explorer browser. The page title is "FAITAS Course Search - Microsoft Internet Explorer provided by Defense Acquisition University". The URL is "https://www.atrrs.army.mil/channels/faitas/courses/crsSearch.aspx". The page has a "Student Menu" on the left with options like "Apply for Training", "Create / Update Profile", "Cancel Training Requests", "Resend Approval Email", "Review Training Requests", "Search for Continuous Learning Modules", "Student Training History", "Logoff", "Help", "FAITAS Student Guide", "Class Prerequisite Information", "Contact Us", "FAQ", and "Privacy and Security Notice". The main content area is titled "FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM" and "Provide Training Criteria". It instructs users to "Perform the following steps to provide training criteria" and shows "Step 1" where users select a Training Category. The categories are: FAI Classroom Courses (selected), Online Training Courses (ex. ACQ 101, CON 110, BCF 102), DAU Classroom Courses, Dept. of Homeland Security (DHS) Classroom Courses, and Continuous Learning Modules (ex. COR Training, CLC 106). A callout box explains that FAI Classroom Courses include Resident Courses (i.e. CON, PBA, FAC-PPM, and IBN) and that the FY2011 Course Schedule is available at <http://www.fai.gov/training/courseldt.asp>. Another callout box explains that Online Training Courses are available through the Defense Acquisition University (DAU) and that trainees have three attempts to pass the exam and must complete the course in 60 days. A third callout box explains that Continuous Learning Modules are available online through DAU and that trainees have 99 attempts to pass the exam and must complete the course in 30 days. The page also includes a "Search for Continuous Learning Modules" link and a dropdown menu for "ON 100 (FAI) - SHAPING SMART BUSINESS ARRANGEMENTS".

FAI Classroom Courses radio button list FAI Resident Courses (i.e. CON, PBA, FAC-PPM, and IBN). FY2011 Course Schedule includes locations, dates and times and is located online at <http://www.fai.gov/training/courseldt.asp>

The Online Training Courses radio button list online training courses available through the Defense Acquisition University (DAU). Trainee has three attempts to pass the exam and must complete the course in 60 days.

The Continuous Learning Modules radio button list continuous learning courses available online through DAU. When searching for a Continuous Learning (CL) Module, be sure to search by title, as they are in alphabetical order. CL course codes are NOT in sequential order. Trainee has 99 attempts to pass the exam and must complete the course in 30 days.

Figure 7 Course Search Page

Enrolling in a Resident or Virtual Training Courses

Acquisition training courses have to be taken in order. If you completed training from an approved outside vendor and need to prove that the perquisite has been satisfied email the certificate of completion to Training@FAI.gov.

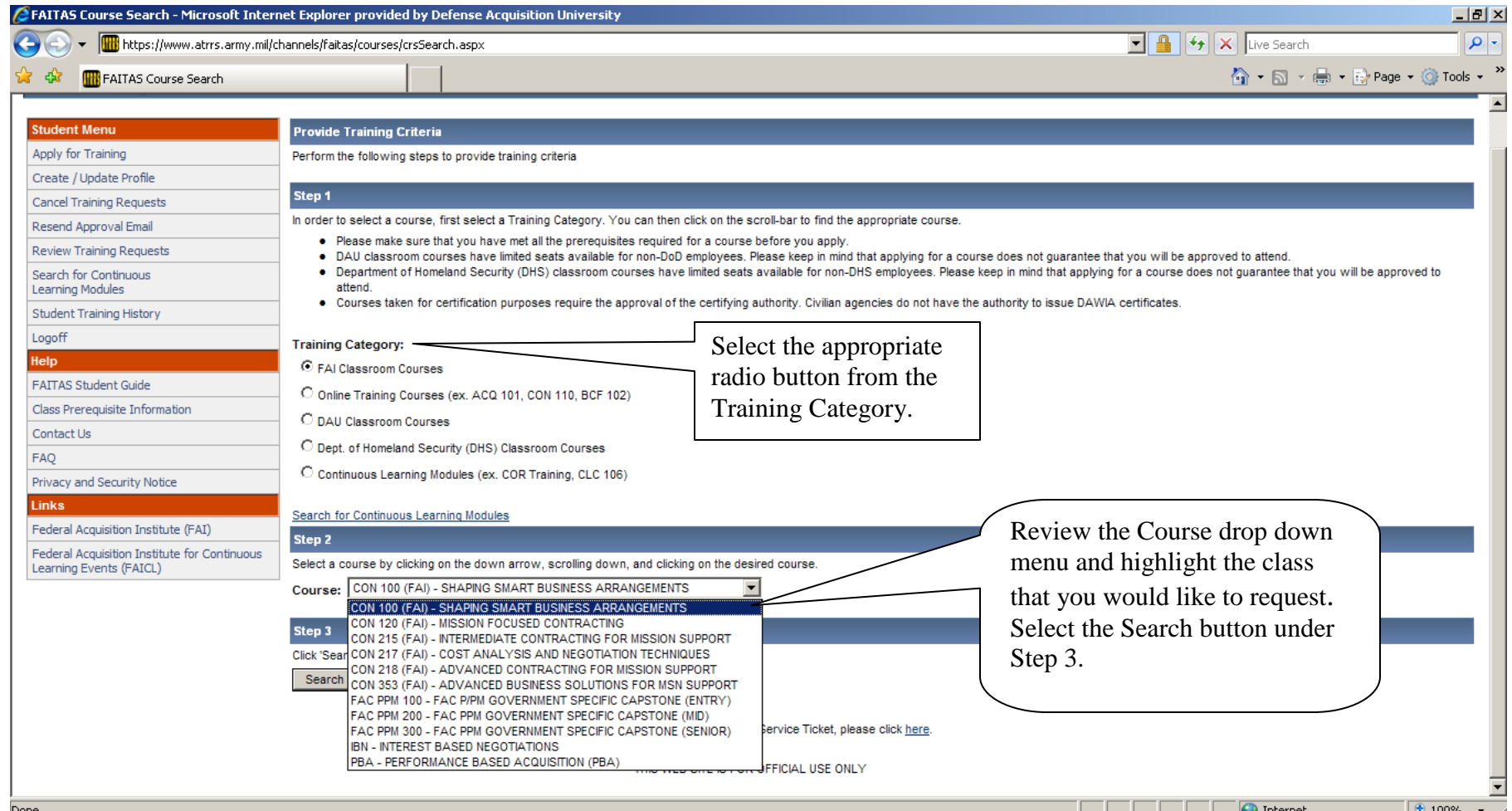
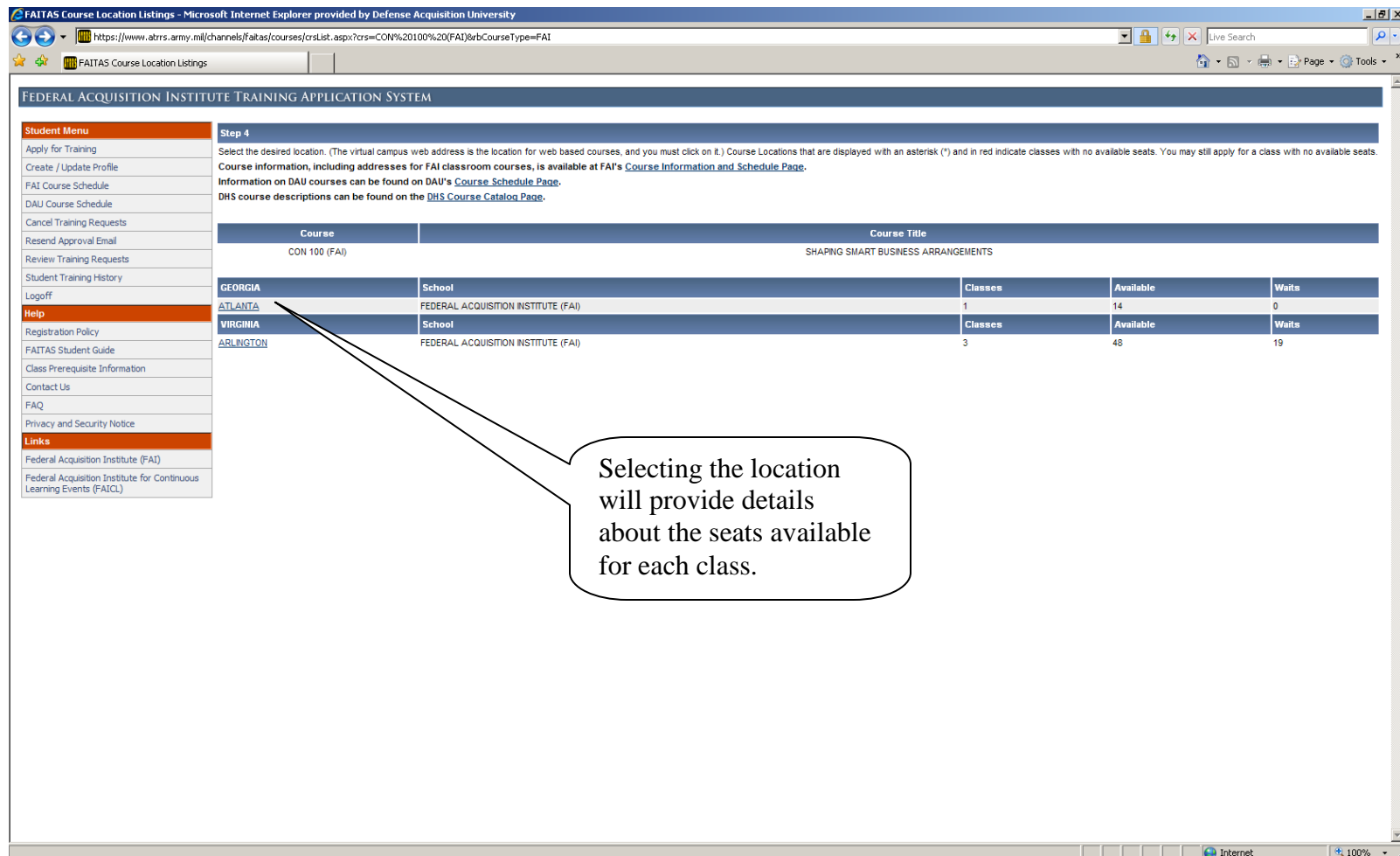


Figure 8 Enrolling in a Courses Page

FAI Quick Start Guide

The system will return with the course option that you selected. Review the course location information and choose the class location that you desire.



FAITAS Course Location Listings - Microsoft Internet Explorer provided by Defense Acquisition University

https://www.atrrs.army.mil/channels/faitas/courses/crsList.aspx?crs=CON%20100%20(FAI)&rbCourseType=FAI

FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM

Student Menu

- Apply for Training
- Create / Update Profile
- FAI Course Schedule
- DAU Course Schedule
- Cancel Training Requests
- Resend Approval Email
- Review Training Requests
- Student Training History
- Logoff

Help

- Registration Policy
- FAITAS Student Guide
- Class Prerequisite Information
- Contact Us
- FAQ
- Privacy and Security Notice

Links

- Federal Acquisition Institute (FAI)
- Federal Acquisition Institute for Continuous Learning Events (FAICL)

Step 4

Select the desired location. (The virtual campus web address is the location for web based courses, and you must click on it.) Course Locations that are displayed with an asterisk (*) and in red indicate classes with no available seats. You may still apply for a class with no available seats. Course information, including addresses for FAI classroom courses, is available at FAI's [Course Information and Schedule Page](#). Information on DAU courses can be found on DAU's [Course Schedule Page](#). DHS course descriptions can be found on the [DHS Course Catalog Page](#).

Course	Course Title	Classes	Available	Waits
CON 100 (FAI)	SHAPING SMART BUSINESS ARRANGEMENTS			
GEORGIA	School			
ATLANTA	FEDERAL ACQUISITION INSTITUTE (FAI)	1	14	0
VIRGINIA	School			
ARLINGTON	FEDERAL ACQUISITION INSTITUTE (FAI)	3	48	19

Selecting the location will provide details about the seats available for each class.

Figure 9 Courses Location Listing Page

FAI Quick Start Guide

The system will provide you with a class or a list of classes available at that location for the course that you identified.

FAITAS Class Listings - Microsoft Internet Explorer provided by Defense Acquisition University

https://www.dau.army.mil/channel/faitas/courses/clList.aspx?sch=569&usertype=FAI&crs=CON+100+(FAI)&location=ATLANTA,%20GA&pocaddy=ATLANTA&pocadstn=GA

FAITAS Class Listings

FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM

Student Menu

- Apply for Training
- Create / Update Profile
- FAI Course Schedule
- DAU Course Schedule
- Cancel Training Requests
- Resend Approval Email
- Review Training Requests
- Student Training History
- Logoff

Help

- Registration Policy
- FAITAS Student Guide
- Class Prerequisite Information
- Contact Us
- FAQ
- Privacy and Security Notice

Links

- Federal Acquisition Institute (FAI)
- Federal Acquisition Institute for Continuous Learning Events (FACLE)

Step 4

Click on the CLASS NUMBER to select the class you wish to attend. This selection will be added to your registration request. Class numbers displayed with an asterisk (*) and in red indicate no available seats.

Location	Course	Course Title
ATLANTA, GA (FEDERAL ACQUISITION INSTITUTE (FAI))	CON 100 (FAI)	SHAPING SMART BUSINESS ARRANGEMENTS

Class	Class Type	Class Reservation Cut-Off Date	Start	End	Available	Waitlist
111	Local Students / Onsite	May 12, 2011	May 16, 2011	May 19, 2011	14	0

Selecting the class will notify the system that you would like to be added to this instance of the course.

Figure 10 Class Listing Page

FAI Quick Start Guide

FAITAS Student Application - Microsoft Internet Explorer provided by Defense Acquisition University

https://www.atms.army.mil/channels/faitas/student/appGen.aspx?fy=2011&sch=569&crs=CON+100+(FAI)&phase=&cls=113

FEDERAL ACQUISITION INSTITUTE TRAINING APPLICATION SYSTEM

Student Menu

- Apply for Training
- Create / Update Profile
- FAI Course Schedule
- DAU Course Schedule
- Cancel Training Requests
- Resend Approval Email
- Review Training Requests
- Student Training History
- Logoff

Help

- Registration Policy
- FAITAS Student Guide
- Class Prerequisite Information
- Contact Us
- FAQ
- Privacy and Security Notice

Links

- Federal Acquisition Institute (FAI)
- Federal Acquisition Institute for Continuous Learning Events (FAICLE)

Step 5

Please review your profile below and update if necessary. When complete, please submit by clicking the "SUBMIT THIS APPLICATION" button that appears on the right, or at the bottom of this page.

Verify/Enter Student Information:

Course Info:

FY: 2011 School: 569 Course: CON 100 (FAI) Phase: Class: 113
Course Title: SHAPING SMART BUSINESS ARRANGEMENTS
School Name: FEDERAL ACQUISITION INSTITUTE (FAI)
Class Location: ATLANTA, GA
Start Date: May 16, 2011 End Date: May 19, 2011
Delivery Method: Local Students / Onsite Remarks: None

Student Info:

SSN: XXX-XX-1234 First Name: [Name] Last Name: [Name] Mi: [D]
Gender: [Male] Date Of Birth: [Jan] [01] [1930]
Street: [UNIT 5740]
City: [APO] State: [AE - ARMED FORCES EUROPE / MIDDLE EAST] ZIP: [09354] [9354]
Disabilities: [No] Special Requirements [Please select a special requirement]
Pay Plan: [ES] Pay Grade: [01]
Civilian Job Series [1102] i.e., 0123
Duty Position Title: [Tester/assd]

Emergency POC Contact Info

First Name: [TESTER] Last Name: [TEST] Mi: [D]
Phone: [555] [555] [5555] Ext. []

Student's Contact Info

Agency: [Department] Bureau: []
Agency Street: [LEE HI]
Work City: [Atlanta] Work State: [CA - CALIFORNIA] Work ZIP: [90210] [0000]
Country where currently located: [UNITED STATES]
Work Phone: [555] [555] [1234] Ext. []
Work Fax: [] [] []
Work / Preferred Email: [Name@domain.gov]

Supervisor Contact Info:

Name: [Boss]
Phone: [555] [555] [5555] Ext. []
Email: [Name@domain.gov]

Submit this application

Review the course information and verify your selection

Select the Submit button to generate an email for supervisor's approval. Supervisor approval is not required for Online Training or CL Modules

Figure 11 Student Application Page

Resident courses require a supervisor's approval. Once the supervisor approves the course FAI the request is placed in queue for processing.

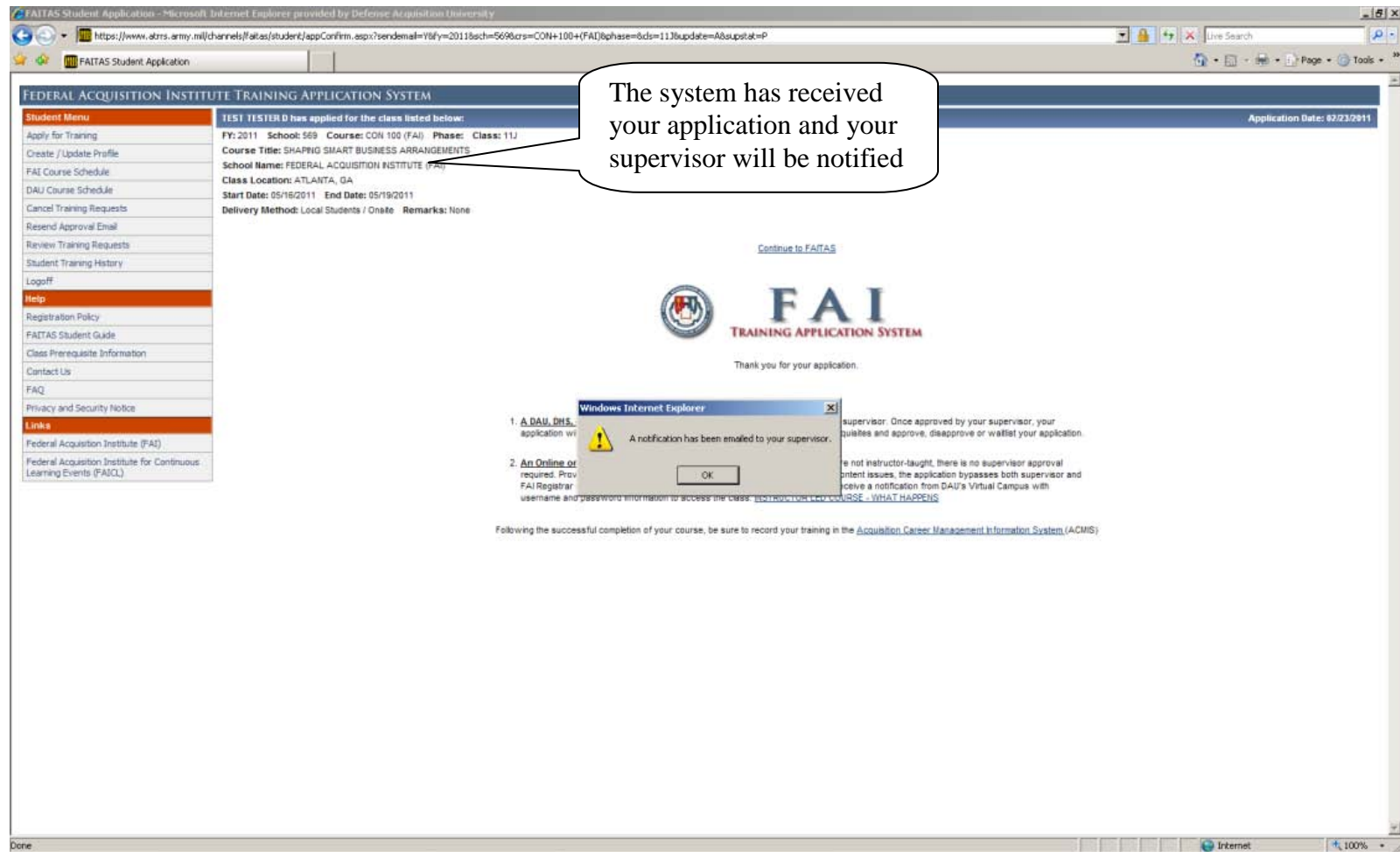


Figure 12 Notification Page

The Continuous Learning Modules PDF provides a list of all available online courses continuous learning courses/modules from the Federal Acquisition Institute (FAI) and the Defense Acquisition University (DAU).

<http://www.fai.gov/pdfs/Continuous-Learning-Modules-02-04-2011.pdf>.

DAU's iCatalog is the interactive version of on-line courses/modules offered by DAU and FAI,

<http://icatalog.dau.mil/onlinecatalog/tabnavcl.aspx>.



Figure 13 iCatalog Home Page

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